

CLARKE COUNTY BOARD OF SUPERVISORS	
February 26, 2004	Budget Work Session
	5:00 p.m.
Board of Supervisors' Meeting Room	

At a Board of Supervisors Work Session held on Thursday, February 26, 2004 at 5:00 pm in the Board of Supervisors' Meeting Room of the Circuit Courthouse, Berryville, Virginia.

Present

Chairman Staelin, Vice Chairman Hobert, Supervisor Dunning, Supervisor Byrd, Supervisor Weiss

Also Present

A. Dan MacKay-Smith, Jr., Tom Judge, David L. Ash, Robina Bouffault, Val Van Meter, Jerry Herrmman, and J. Garren Shipley

Call To Order

The meeting was called to order at 5:04 pm in the Board of Supervisors' Meeting Room of the Circuit Courthouse.

Meeting Overview

David Ash, County Administrator, requested that a closed session be added to discuss property no belonging to the County.

Sanitary Authority Presentation

Dan MacKay-Smith appeared before the Board to present the requests of the Sanitary Authority and answer questions regarding the fiscal condition of the Sanitary Authority. Chairman Staelin acknowledged Mr. MacKay-Smith as a dedicated public servant and commended him for the amount of work performed by he and the other members of the Sanitary Authority.

Dan MacKay-Smith explained that water and sewer are separate. The County owns and the Sanitary Authority operates the sewer; whereas, the water is owned and operated by the Sanitary Authority. Mr. MacKay-Smith provided an overview of the 2003-2004 budget with year-to-date actuals. Vice Chairman Hobert thanked Mr. Mackay-Smith for providing the information and requested he also submit the proposed fiscal year 2005 budget for Board review.

There was discussion regarding the Millwood sewer project. Mr. MacKay-Smith informed the Board that low to medium income residences have free sewer hook up. He stated that the rates would increase July 1, 2004. Mr. MacKay-Smith stated that their fees were in the high-mid range; however, it is difficult to make comparisons against other facilities due to the variety of systems in place.

There followed discussion regarding the operation of the Boyce Wastewater Plant and facilities capacity. Supervisor Dunning provided a history of the establishment of this sewer system.

The Board reviewed the Robinson, Farmer, Cox audit report of the Sanitary Authority. The audit reflects that the Authority is operating at a loss. Mr. MacKay-Smith explained that unbudgeted salary increases and overtime payments due to inclement weather have caused overruns.

There was general discussion regarding development in the Town of Boyce. Chairman Staelin requested staff to review regulations regarding access to service. Mr. MacKay-Smith stated that expansion would create capacity issues, which will require studies.

Tom Judge stated that there is \$75,000 due to the Clarke County government from grant money, which was fronted to the Sanitary Authority as a supplemental appropriation. He suggested that the money, which is for water, be transferred to the sewer upon receipt. Funds due to the County will be paid back at a later date.

General Government Budget Discussion

There was discussion regarding proposed salary increases for the City of Winchester, Frederick County and the Regional Jail. All of these locations are still in the budget process and the percentage increases are subject to change. The Board, regarding salary increases for general government employees, made no decision.

There was discussion regarding model compliance. Vice Chairman Hobert stated that it was reasonable to assume that budgets must remain at or below a 5% increase. The general government expenditures are currently at 2.5%, covering one-third of the County's budget. The schools comprise two-thirds of the County budget and will submit their FY 2005 budget for Board of Supervisors review in March.

Closed Session

**Supervisor Dunning moved to convene into closed session pursuant to Section §2.2.3711-A3 and §2.2.3711-A4 of the Code of Virginia, as amended.**

**The motion was approved as follows:**

Chairman Staelin	-	Aye
Vice Chairman Hobert	-	Aye
Supervisor Byrd	-	Aye
Supervisor Dunning	-	Aye
Supervisor Weiss	-	Aye

The members of the Board of Supervisors being assembled within the designated meeting place, with open doors and in the presence of members of the public and/or the media desiring to attend, **Supervisor Dunning moved to reconvene in open session. The motion carried as follows:**

Chairman Staelin	-	Aye
Vice Chairman Hobert	-	Aye
Supervisor Byrd	-	Aye
Supervisor Dunning	-	Aye
Supervisor Weiss	-	Aye

**Supervisor Dunning moved to execute the following Certification of Closed Session:**

CERTIFICATION OF CLOSED SESSION

WHEREAS, the Board of Supervisors of the County of Clarke, Virginia, has convened a closed meeting on the date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3700 of the Code of Virginia requires a certification by the Board of Supervisors of the County of Clarke, Virginia that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE BE IT RESOLVED, that the Board of Supervisors of the County of Clarke, Virginia, hereby certifies that, to the best of each members knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which the certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board of Supervisors of the County of Clarke, Virginia.

**The motion was approved by the following roll-call vote:**

Chairman Staelin	-	Aye
Vice Chairman Hobert	-	Aye
Supervisor Byrd	-	Aye
Supervisor Dunning	-	Aye
Supervisor Weiss	-	Aye

**Adjournment:**

There being no further business, Chairman Staelin adjourned the meeting at 6:31 pm.

**Next Meeting Date:**

The next Board of Supervisors meeting is a regular work session set for March 8, 2004, at 11:00 am in the Board of Supervisor's Meeting Room, Second Floor of the Circuit Courthouse, 102 N. Church Street, Berryville, Virginia.

ATTEST: February 26, 2004

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John Staelin, Chairman

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David L. Ash, County Administrator